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CAREER SERVICE CONFERENCE

Tuesday Afternoon

3 August 1954

Department of Agriculture Auditorium

TENTATIVE CONFERENCE SCHEDULE

(Buses will deliver passengers at the building entrance until 3:20 P. M.)

3:30	Mr. Reynolds, Chairman; Conference called to Order
3:35	General Cabell; Opening Remarks
3:42	Mr. Kirkpatrick; Background of the CIA Career Service System (with two charts - "Mechanism for Personnel Management" and "Mechanism for Appeals Within CIA")
4:07	Collection of written questions from the audience
4:10	Mr. Reynolds; The Workings of the CIA Career System (with three flow charts - "Promotion", "Career Development of Junior Personnel", and "Membership in the Career Staff")
4:37	Collection of written questions from the audience
4:40	Questions to the members of the CIA Career Council
4:55	Mr. Dulles; Closing Remarks
5:10	Mr. Reynolds; Conference Adjournment

(Members of the audience will receive an unclassified brochure on the new insurance plans upon leaving the Auditorium.)

(Buses will depart with passengers from the building entrance between 5:15 and 5:30.)

Document No. ----------
No Change in Class.
☐ Declassified
Class. Changed To: TS S C
Auth.: HR 70-2
Date: 12-30-76 By: 35

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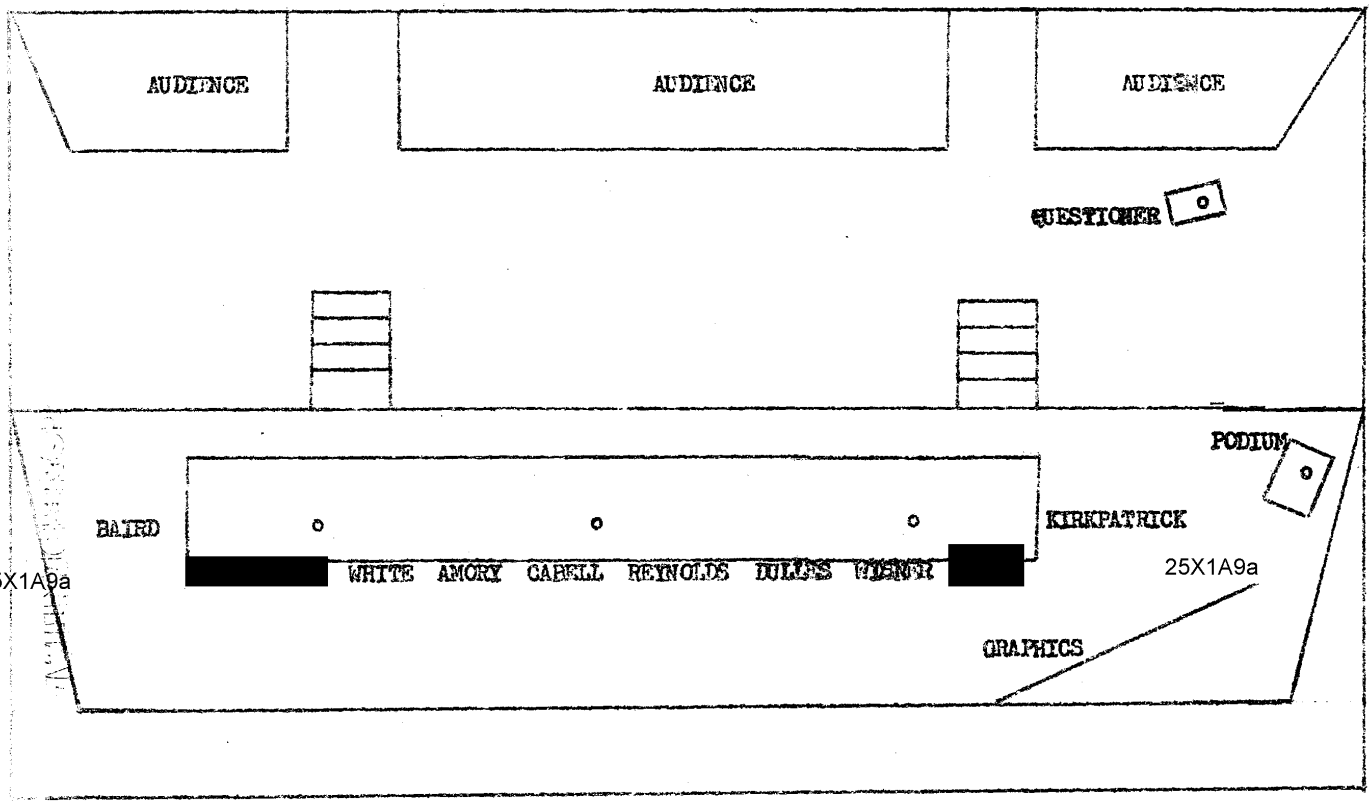
CAREER SERVICE CONFERENCE - DEPARTMENT OF AGRICULTURE

3 August 1954

Proposed Seating Plan



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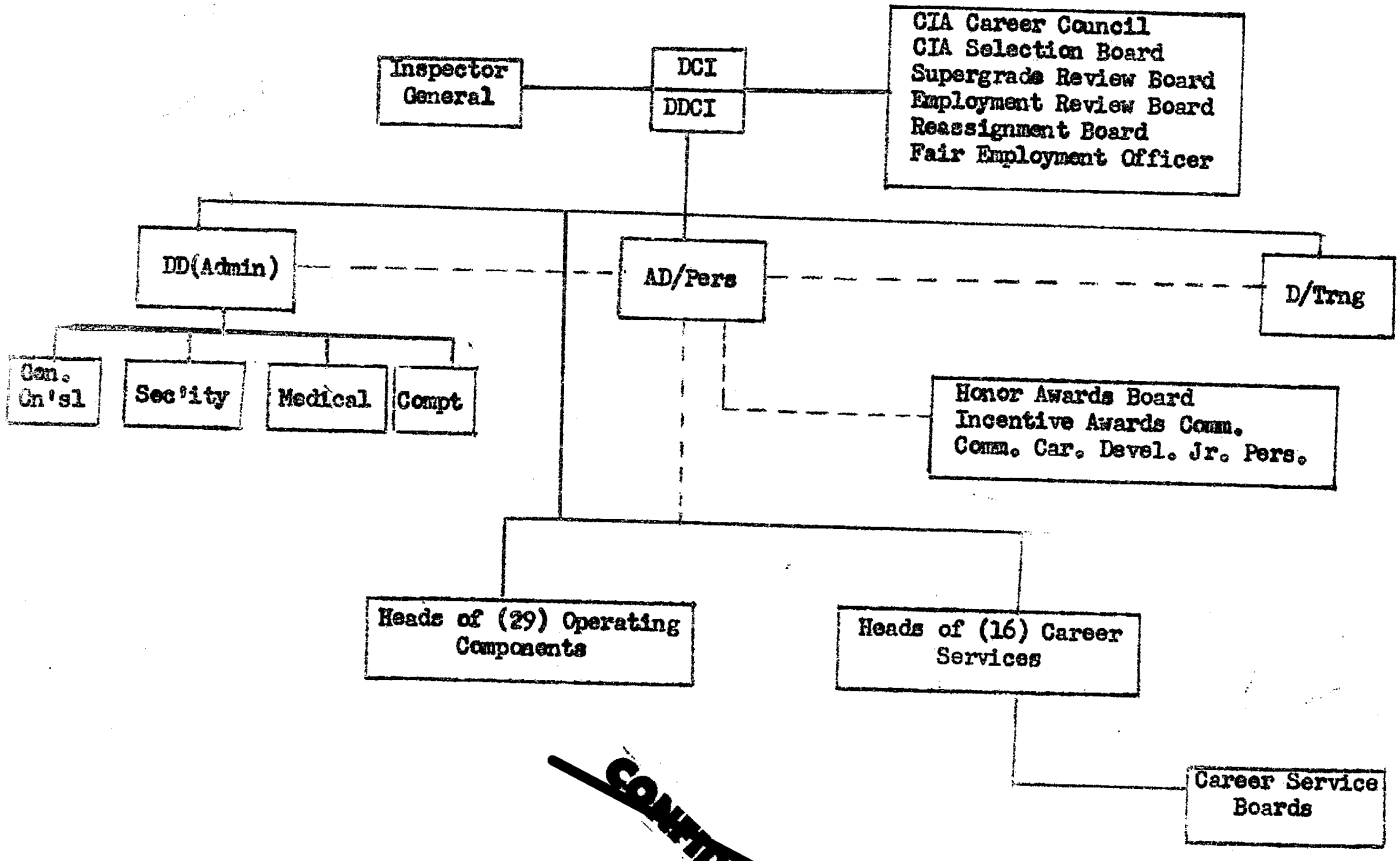
MECHANISM FOR PERSONNEL MANAGEMENT



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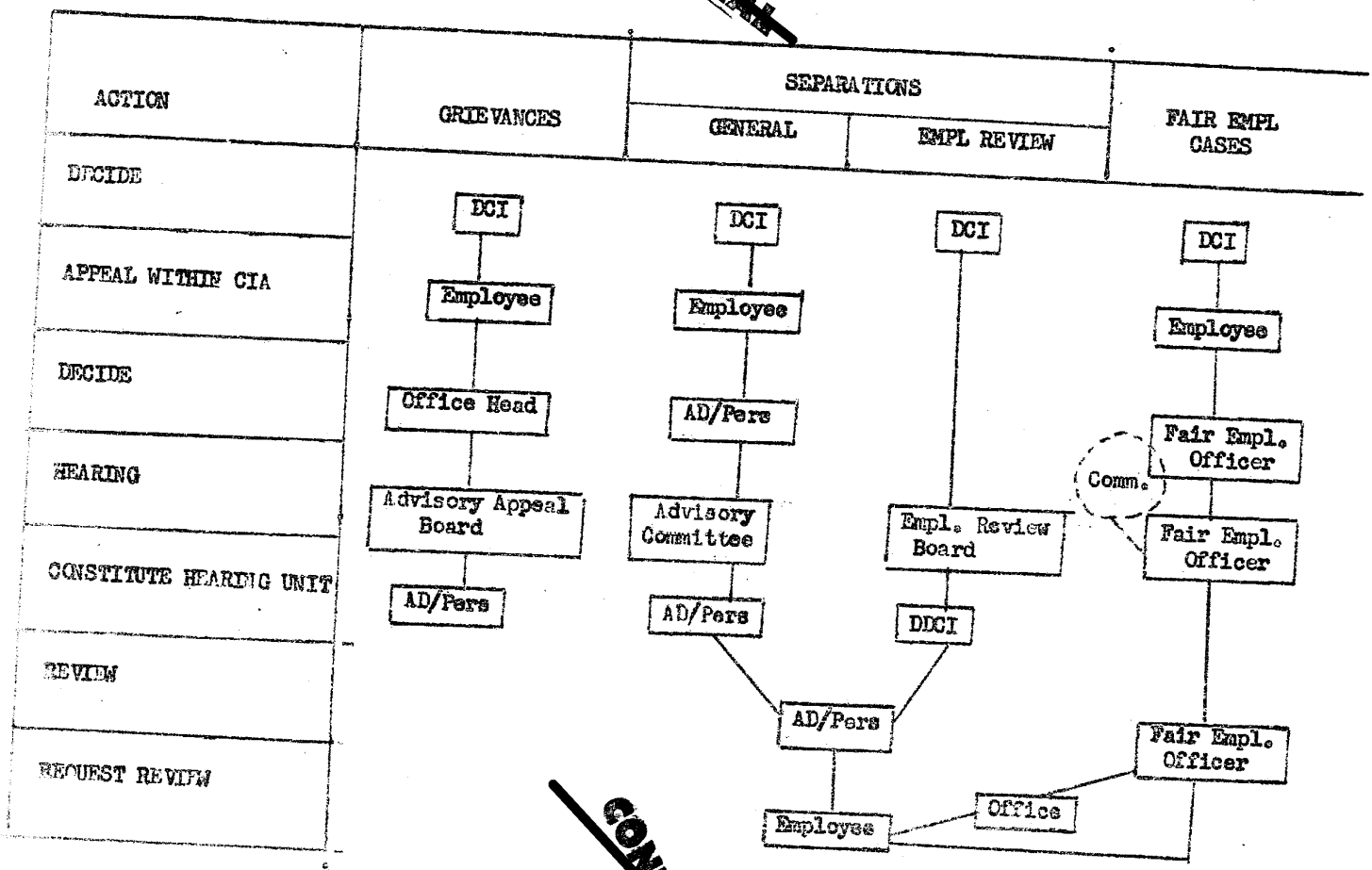
MECHANISM FOR APPEALS WITHIN CIA



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PROMOTION

ACTION	EMPLOYEE	OPERATING AND CAREER COMPONENTS		PERSONNEL		
		SUPERVISOR	HEAD OF CAREER SERVICE	PUD	CWD	OFFICIAL PERSONNEL FOLDER
1. RECOMMENDS		1				
2. REVIEWS			2			
3. CONCURS OR REJECTS			3			
4. REVIEWS				4	4	
5. APPROVES OR DISAPPROVES				5		
6. NOTIFIES		6	6			

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CAREER DEVELOPMENT OF JUNIOR PERSONNEL

ACTION		OPERATING AND CAREER COMPONENTS		PERSONNEL	TRAINING		
	EMPLOYEE	SUPERVISOR	HEAD OF CAREER SERVICE	PLACE & UTIL. DIV.	JUN. OFF. TR. DIV.	ASSESS. & EVAL. STAFF	COMMITTEE
1. APPLIES	1						
2. COMMENTS		2	2				
3. ACKNOWLEDGES				3			
4. VERIFIES				4			
5. TESTS						5	
6. EVALUATES					6		
7. ASSESSES						7	
8. RECOMMENDS					8		
9. SELECTS							9
10. SUPERVISES					10		
11. ASSIGNS							11

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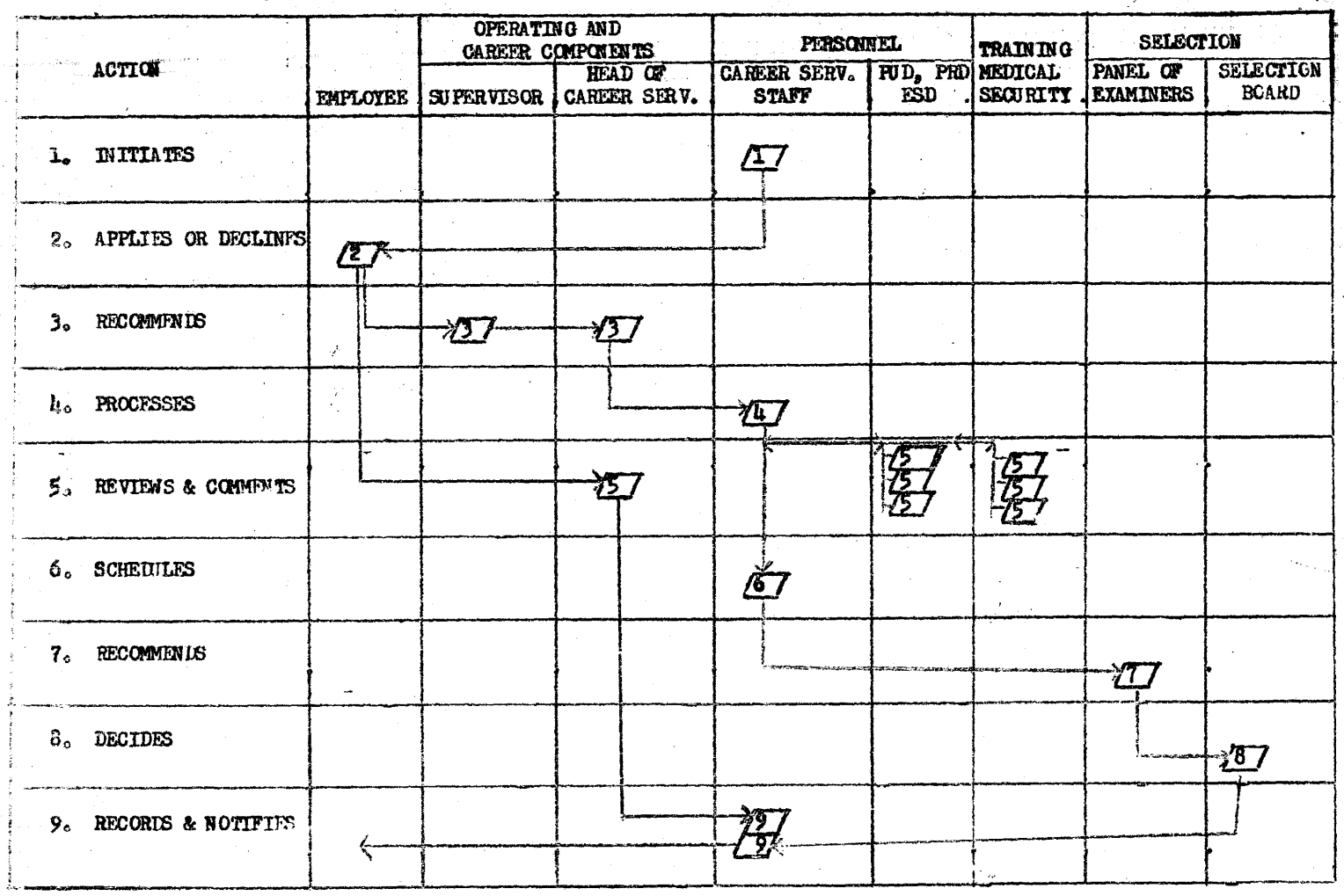
MEMBERSHIP IN THE CAREER STAFF



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